



Welcome to...



THE NATIONAL GUARD NOW MORE THAN EVER





My Biz

My Biz is a web-based Self-Service HR module that grants access to your official personnel information.

***My Biz* allows you to:**

- View your personnel information 24/7 from your workstation
- Update specific fields of personal information
- Provide input on performance plans and accomplishments for performance appraisals



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Review Your Personnel Information

My Biz allows you to view information related to your employment and verify its accuracy.

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance



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Update My Information

My Biz allows you to update certain personal information that may change from time to time.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency

Keeping this information up-to-date and accurate is

important. You have a secure, real-time, on-line way to maintain your information easily.

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How Do I Access My Biz?

For new DCPDS users, when you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password

Open your Web Browser

Type in: <https://potter.dcpds.cpms.osd.mil/hr>

Your user ID is your social security number (SSN) with dashes

Your initial password consists of the following

1st character - First letter of first name (upper case)

2nd character - Second letter of first name (upper case)

3rd character - \$

4th character - First letter of last name (lower case)

5th character - Second letter of last name (lower case)

6th character - \$

7th character - Fourth digit of SSN



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Get Started



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

***WARNING ***WARNING ***WARNING ***WARNING ***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99, and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

ORACLE®
E-BUSINESS SUITE

User Name

Password

Connect

[Forgot your password?](#)

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Access *My Biz*

To get started with *My Biz*, check with your servicing

HR office to ensure your account has been established. Once you log-on to the system, you will be prompted to select a responsibility. As an employee, you will select *My Biz*.

***My Biz* Home Page**

- My Information
- Update My Information



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Navigator

My Biz

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Here is the **My Biz** responsibility.

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The functions available to the employee user are provided in the middle area. There will be 4 current functions available to the user once the performance management module is deployed.

My Information contains the employee's information.

Update My Information is the function used to update ethnicity and race information as well as foreign language proficiency.

Favorites

[Edit Favorites](#)

- ☐ [TSP Home](#)
- ☐ [OPM Home](#)
- ☐ [MyPay](#)
- ☐ [USA Jobs](#)
- ☐ [OPM Health Benefits Home](#)
- ☐ [OPM Life Insurance Home](#)
- ☐ [OPM Retirement Home](#)

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Access Your Information

Selecting **My Information** from the *My Biz* Home Page will allow you to view your information.

- Secure, real-time, on-line access to your official personnel information
- Tabs provide further details on the following:
 - Appointment
 - Position
 - Personal
 - Salary
 - Benefits
 - Awards and Bonuses
 - Performance



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Access Your Information



Department of Defense

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Plumadore, Carmelo CPMS W

GENERAL INFO: The information is current as of today's date.

Organization **AF AUDIT AGENCY**
AF06WE06FYZC01
 Position **57367.SUPERVISORY**
AUDITOR.575234.AF06.APPR
 Total Salary **115,116.00 USD**

Job Title **Auditing (0511)**

Grade **GM-14**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

				Previous	1-1	Next 1
Details	Effective Date	Job	Grade	Step or Rate		
Show	08-Jan-2006	Auditing (0511)	GM-14	00		

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No data exists.							

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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From this page, the user can navigate to the other tabs and see various pieces of information relative to the tab selected.

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Update Your Information

Selecting **Update My Information** from the *My Biz* Home Page permits you to update certain personal information.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency



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Update Your Information



Department of Defense

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Update My Information

[Cancel](#)

Employee

Name **Plumadore, Carmelo CPMS W** Employee Number **384488**

Work Email Address **Carmelo.plumadore@gvtc.com**

☐ [Employee Phone Number](#) [Email Address](#) [Handicap Code](#) [US Fed Language](#) [US Fed Ethnicity and Race Category](#)

[Add](#)

Type	Number	Date From	Date To
Work	7732827652	29-Dec-1980	28-Dec-2005
Work	2105653806	29-Dec-2005	

☐ [Employee Phone Number](#) [Email Address](#) [Handicap Code](#) [US Fed Language](#) [US Fed Ethnicity and Race Category](#)

[Cancel](#)

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This is the update page where the user is able to update his/her information. The user can update various phone numbers, his/her email address, handicap code, Foreign Language proficiency (in May 06), and their Ethnicity and Race codes.



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Favorites



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The area identified as "Favorites" is created for all new *My Biz* accounts and contains approximately seven links to websites of importance to the employee. For example, we have provided links to the TSP Home page and the Retirement Home page for CSRS or FERS. As we add new information, a new link will be added to this area providing navigation information for the employees.



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More Information

For more information about access to *My Biz*, visit the HRO website at:
<https://tn.ngb.army.mil/hro>. Just click on PSM and select a topic.

POC: Rick Foster at 313-0829 or email:
richard.foster3@ng.army.mil or Alice Bachman at 313-3024 or email:
alice.bachman@ng.army.mil



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